



QUICK REFERENCE GUIDE FOR PROFESSIONALS HOW TO ACCESS YOUR PROFESSIONAL ACCOUNT FOR RETURNING USERS

If you have used a RUPrepareND.com Professional Account in the past, your Account Name and Password will continue to work in the next generation product. Follow the instructions below to track student work and communicate with students.

HOW TO ACCESS YOUR ACCOUNT (RETURNING USERS)

1. Go to **Procenter.RUPrepareND.com**.
2. Enter your Account Name and Password in the spaces provided. Use the same account name and password that you have used in the past.
3. Click the **Sign In** button.

GET STARTED WITH PROCENTER.RUPREAREND.COM

Here are some of the helpful features you'll find in Procenter.RUPrepareND.com:

Students & Groups

- Find and view individual portfolios, define groups of students and manage your groups.

Reporting

- Create reports that show site usage, assessment results and planning outcomes for groups of students or your entire school.

Resources

- Find curriculum, lesson plans and activities for subject area and guidance office work while using the system.

Communication

- Send or review messages and manage events that appear on student calendars.